

DUTY STATEMENT

Classification: Staff Services Analyst	Branch: Financial Services
Work Title: Grants and Loans Analyst	Section: Grants and Loans Office
CBID: R01	Position #: 202-5157-831
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the direct supervision of the Staff Services Manager I, Grants and Loans Office, the Staff Services Analyst performs varied, analytical and consultative services in the planning, development, accounting, evaluation, and audit of grant and loan programs.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to communicate effectively, work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 45% Assist with the preparation and coordination of federal and other grant applications, including the annual State Energy Program (SEP) plan, and administer, close out, and audit approved grants and loans, in coordination with Commission and other state agency program staff, administrative staff, and recipients. (E)
- 15% Assist with developing, evaluating, and selecting alternatives which best solve complex grant and loan problems involving regulation requirements and program goals. (E)
- 10% Interpret and enforce state and federal grant and loan rules, regulations, and guidelines. (E)
- 10% Provide reports to assist program staff on any phase of the grant or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. (E)

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- 15% Analyze grant and loan program expenditures and fiscal management information for consistency with grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions. (E)
- 3% Monitor grant and loan projects for consistency and compliance with regulations. (E)
- 2% Other duties as required consistent with classification of employee. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div><div></div><div></div><div>Vacant Employee</div></div> <div><div>/</div><div>Date</div></div>	<div><div></div><div></div><div>Tatyana Yakshina Supervisor</div></div> <div><div>/</div><div>Date</div></div>